

## Professional Development: Getting started with Wikispaces.com

A free web based program that allows you to create web pages your webpage and/or areas for classes. You have the options as to who can view the area, classroom discussions, create assignments with website links, and a web page for our website.

### To create a username:

1. Go to <http://www.wikispaces.com/>

2. Click on create your own classroom wiki today. This will allow you all the benefits of a teacher for free.

or you could type in the url:

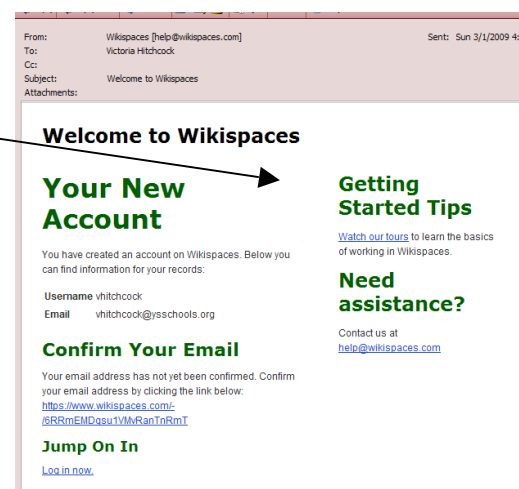
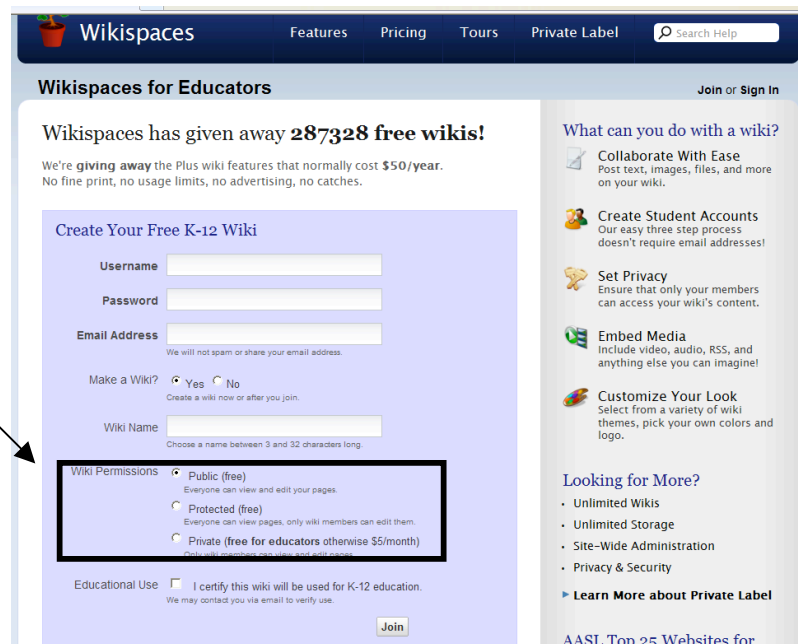
<http://www.wikispaces.com/site/for/teachers>

The key is to get to the area for k-12 educators. Wikispaces provides this to us for free.

3. Type in the information and click on the private as you can change once you are in it. A wiki is something anyone can edit. If you choose public or protected others can edit. Make sure you click on Education Use radio button and then click Join. I suggest you read the right column and look at other wikis before you start developing your own.

4. You will be sent an email to confirm and log in. It will also give you the Getting started tips which is a video of getting started. I encourage you to watch this video and write down ideas for your sites.

Click on confirm your email and log in.



5. Your name will appear at the top with personal information.

**My Wikis:** Wikis you have either created or ones you have joined.

**My Account:**

a. Settings (shown)

The area to change details to your account, your profile and the settings for the pages.

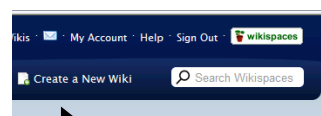
b. Mail

An area for email within the wikispace.

c. Dashboard

The area which has the list of all of your wikispaces listed, Inbox, News, Monitoring and Community where you can view discussions, ask for help, get up-to-date issues or problems.

**Help:** an excellent area to step-by-step help. and the Sign Out button.



**Search for wikispaces**

**Create a New Wiki:**

What you name your wiki will become the URL for the wiki. For example a wiki named 'curriculum' would become curriculum.wikispaces.com

I would suggest using Private wiki permission until you have the page ready for others to view, if you want to open to others to view or edit. Also, make sure you change the wiki type to K-12 for appropriate access by you.



**My Account** Dashboard Mail Settings

Details

Username: [vhitcock](#)  
[Change Username](#)  
Joined: March 1, 2009  
Email: [vhitcock@ysschools.org](#) (confirmed)  
[Change Email](#)  
Password: [Change](#)  
Delete Account: [Delete your Wikispaces account](#)

Profile

Picture:  [Change](#)

Profile: You have not yet created a profile page. [Create a profile page now](#) to they click on your username.  
[View your default profile page.](#)

Settings

Language: [Browser Detected Language \(English\)](#)  
Set the interface language.  
Time Zone: [\(GMT-05:00\) Eastern Time \(US & Canada\)](#)  
Set your home timezone to display times and dates correctly.  
Use Visual Editor: [Yes](#)  
Use a visual editor to edit pages.  
(requires Javascript and IE 6+, Firefox 1.0+, Mozilla 1.3+, Safari 3.0+, or N  
Results Per Page: [20](#)  
Number of results per page on message lists, searches, etc.  
Allow Private Messages From: [Everyone](#)  
Select who you would like to allow to send private messages to you.

A wiki is a place to gather people and edit pages together. As a member of Wikispaces, you can create as many wikis below.

Your wiki name can contain letters, numbers, and hyphens, e.g. bookclub119, architect-forum, or brainstorm. If you're lo before creating a wiki, we recommend the [sandbox](#) wiki.

**Make a New Wiki**

Wiki Name:  .wikispaces.com  
Choose a name between 3 and 32 characters long.

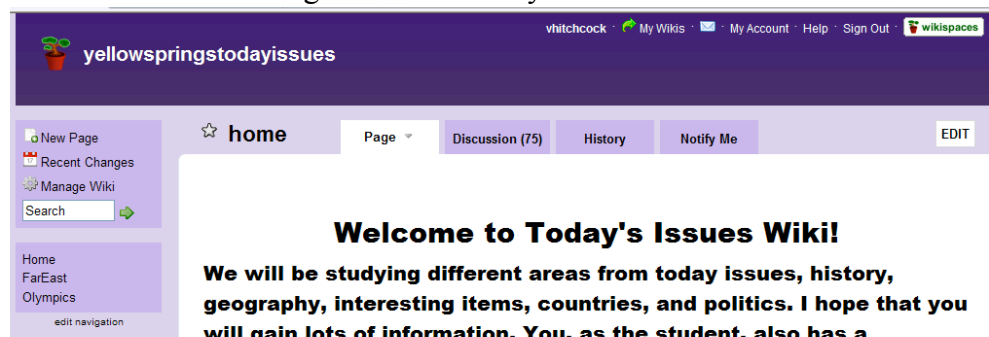
Wiki Permissions: ☒ Public (free)  
Everyone can view and edit your pages.  
☐ Protected (free)  
Everyone can view pages, only wiki members can edit them.  
☐ Private (first 30 days free)  
Only wiki members can view and edit pages.

Wiki Type: [K-12 Education \(Primary and Secondary\)](#)  
[Higher Education](#)  
[Business](#)  
[Personal](#)  
[Non-Profit](#)  
[Government](#)  
[Other](#)  
[I prefer not to answer](#)

Once you have received confirmation through another email you can start to work on the area.

Think of a new wiki as a class website and home as the home page for the website.

Using the manage wiki button you can change fonts, colors, and style



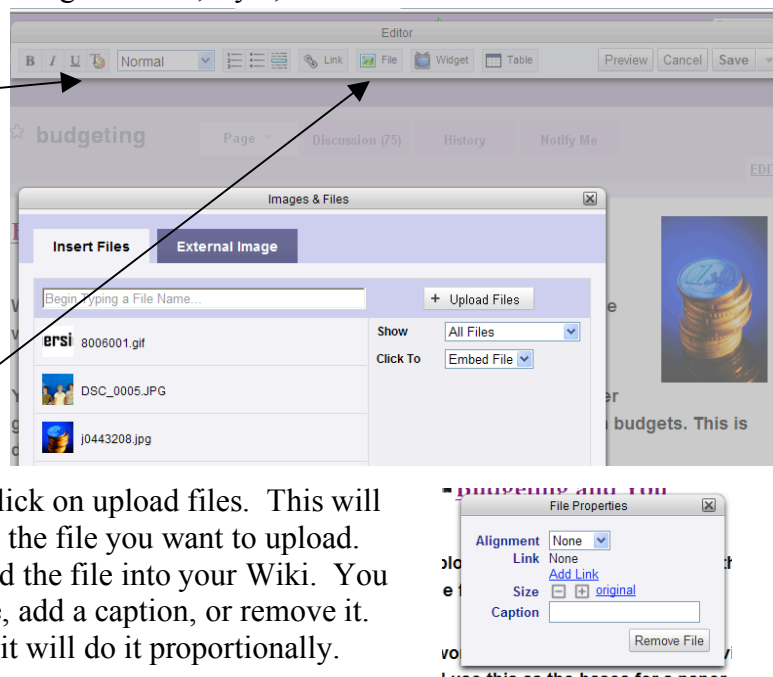
of page to be make it unique for each class. As you see my Home page gives a welcome to the class. When you click on new page, you give it a name for a unit or class. Such as, if you are teaching English 9, you may make this your home for all three classes and then make pages of the units or this could be a general home page and then a page for each period of classes. Again I would recommend you go through the help tutorials.

### **Starting the page:**

After you have an idea of how you want the Home page to look you are ready to start typing. As you start typing you will want to change the font, style, and size of the information. In the Editor tool bar you will see these options. Size is either under the Normal or the color palette. Be patient. I again recommend going into the help and reviewing the information.

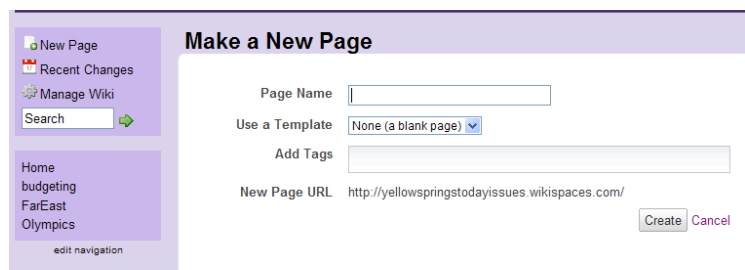
### **Insert a picture:**

Before you insert a picture make sure you have them saved in your server area. You cannot directly load a picture. Go into the Editor and click on the Picture file. if the picture is not already on the menu, click on upload files. This will open your documents for you to find the file you want to upload. Click on the picture and it will embed the file into your Wiki. You can align the picture, change the size, add a caption, or remove it. You should use this tool to resize as it will do it proportionally.



### **Another page:**

Once you have the Home page finished you want to start another page. Click on the new page button and you are ready to add a new page. As you type you will note that the **New page URL:** adds the extension. If you want to use a template you could or just name and click create. You are ready to start developing this page. What are Tags? They are keywords a category that this page would fit into then if someone is searching for any wikis with one of those words; it would appear in the search. You can add these later if you want them available for others.



budgeting				
Page Discussion (75) History Notify Me				
+ New Post Search Posts				
Subject	Author	Replies	Views	Last Message ^
Budgeting Statement 3	vhitchcock	0	1	Today 10:52 am by vhitchcock
Budgeting Statement 2	vhitchcock	20	103	Thursday, 6:55 pm by vhitchcock
Budgeting Statements	vhitchcock	19	77	Thursday, 6:47 pm by vhitchcock
what you know	vhitchcock	32	145	Thursday, 12:18 pm by yshsadowson

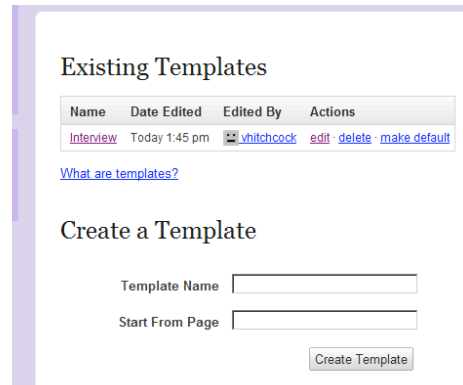
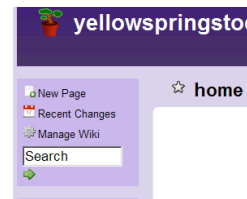
### **Discussion:**

As part of the lessons you could post discussion questions or response areas for students to respond to an activity. Click on the New Post and type in the information.

First, you need to setup student accounts. See page 4 **Adding Students**

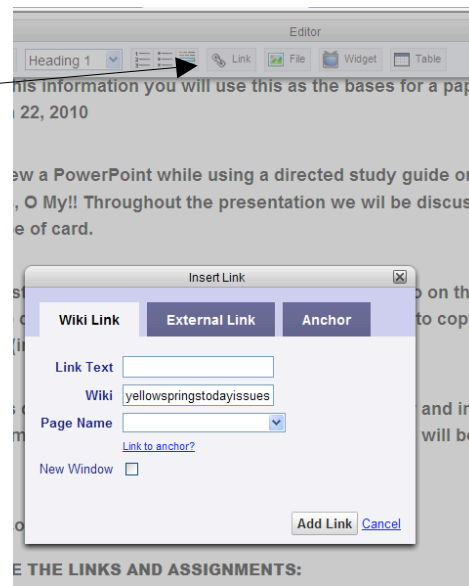
## To attach a teacher-developed assignment

1. Make the assignment in Word and save.
2. Open your Wikispace, go to Manage Wiki
3. Open Templates



4. Type in a name for the template. Don't type in the 'start from page' information. We can go into that later. Click on Create Template. Copy and paste the information from your word document. Then click save. As you see in the example, it will appear as an existing for use or to edit, delete or make it a default. The template will now have its own name. For example, one I created is: yellowspringstodayissues.wikispaces.com/space.template.interview

5. Placing template on the page: In the Editor toolbar click on the Link icon. This brings up Insert Link. In the Wiki link type in the Link Text you want to appear on the page then click the down arrow by the Page Name box and choose the template. I suggest you click on the New Window so the template appears as a new window when opened. Click on Add Link and it appears on the page.

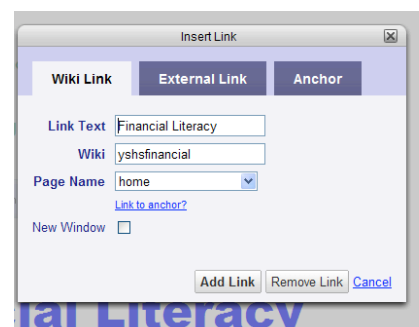


## **Link to another wiki**

Go into edit, type the name you want to appear on your wiki page, highlight, then click on link.


Type in the wiki page you want to link to this name. change Page name to home and add link.

If it is an external link such as a url, click on External Link and enter information.



## Delete a wiki page

Go to Manage Wiki, click on pages. Below is an example. Notice the box in front of the page names, click on the one you want to delete then click on the delete button.



yellowspringstodayissues

[whitchcock](#) · [My Wikis](#) · [My Account](#) · [Help](#) · [Sign Out](#) · [wikispaces](#)

New Page

Recent Changes

Manage Wiki



Home

budgeting

FarEast

Olympics

edit navigation

## Pages







All

Orphaned

Wanted

[Back to Manage Wiki](#)

☐ Show Tags and History

<input type="checkbox"/> Page Name	Last Edited By	Date
<input type="checkbox"/> <a href="#">budgeting</a>	 <a href="#">whitchcock</a>	Mar 24, 2010 12:20 pm
<input type="checkbox"/> <a href="#">FarEast</a>	 <a href="#">whitchcock</a>	Apr 10, 2010 10:48 am
<input type="checkbox"/> <a href="#">home</a>	 <a href="#">yshscfulton</a>	Mar 18, 2010 5:43 pm
<input type="checkbox"/> <a href="#">Olympics</a>	 <a href="#">yshscfulton</a>	Mar 18, 2010 6:22 pm
<input type="checkbox"/> <a href="#">space.menu</a>	 <a href="#">whitchcock</a>	Mar 4, 2010 10:57 am
<input type="checkbox"/> <a href="#">space.template.interview</a>	 <a href="#">whitchcock</a>	Mar 17, 2010 1:45 pm

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